

SOUTHEND ON SEA BOROUGH COUNCIL

Southend Adult Community College

JOB PROFILE/JOB DESCRIPTION

Job Title	Hourly Paid Tutor
Reports To	Head of Adult Skills and Employability
Level	AE points 1 – 4: Bands A – C Dependent on qualifications and contracted courses
Main Purpose of the Job	<p>key job roles:</p> <p>To plan, teach and evaluate courses and to deliver high quality and inclusive learning opportunities.</p> <p>To support curriculum management on curriculum and course development</p> <p>To fully participate in the quality assurance and improvement processes and procedures</p> <p>To support the achievement of annual targets</p>
Key Responsibilities	<ol style="list-style-type: none"> 1. To ensure that at all times duties are carried out with due regard to the College policies and procedures including Safeguarding and Prevent 2. To teach learners effectively for an agreed scheduled timetable of class contact hours across all delivery sites. On occasion, these duties may include assessment of WBL. 3. Undertake an agreed schedule of work commensurate with the needs of the College 4. To interview and provide initial assessment and guidance to learners. 5. To monitor, evaluate and assess individual learner progress and achievement, including internal quality assurance as required 6. To develop and lead courses under the supervision of a line manager. 7. To contribute to the College's quality initiatives including self-assessment, observation, appraisal and the mentoring and support of part-time tutors. 8. To contribute to cross-service team initiatives, such as behavioral management strategies 9. To produce course documentation such as schemes of work, lesson plans, tracking of individual learner progress, and participate in the development of teaching materials and resources, including use of Information Learning Technologies. 10. To teach programmes appropriate to the needs, aspirations and levels of competence of learners. 11. To prepare up to date teaching materials relevant to the needs of learners. 12. To monitor learners' attendance and progress, maintain records, and prepare reports and where appropriate keep own records and contribute to an efficient service-wide record keeping system. 13. To participate in course development and review. 14. To work or liaise with learning support and other tutors and job mentors for referral purposes as appropriate. 15. To attend meetings and staff development commensurate with the agreed work schedule.

	<p>16. To participate in curriculum development, including integrating blended learning methodologies in order to meet learner needs, promote achievement and develop progression opportunities.</p> <p>17. To assist with related teaching tasks such as, but not limited to, attending parent evenings, exam invigilation, induction events, award ceremonies. Where specific care is needed, personal care and supervision outside of lessons.</p> <p>18. To assist in publicity and marketing of the college and its services</p> <p>19. To carry out such duties as the line manager shall from time to time require.</p> <p>20. Agree personal work objectives with the line manager and to regularly review progress towards their achievement.</p> <p>21. Carry out duties with due regard to the Council's Customer Care, Equality & Diversity, Information Governance, Data Protection and Health and Safety policies and procedures.</p> <p>22. Undertake any other duties commensurate with the level of the post, including cross-service responsibilities as agreed with the line manager.</p>
	<p>College wide responsibilities and behaviours:</p> <p>Staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the College which support safeguarding and must act in accordance with the College's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.</p> <p>Staff are Responsible for their own health and safety in the workplace and that of other staff, students and visitors to our sites and must adhere to policies and procedures</p> <p>Staff are required to consider sustainability of resources and the potential impact on the environment, in the workplace. Staff wellbeing is promoted in the workplace, creating an environment of mental health awareness and caring for others part of our duty of care.</p> <p>Staff are to be familiar with Equal Opportunities good practice and with the Council and College requirements for Diversity; to implement this in all aspects of working practice and promote it in the team and workplace. This role requires DBS clearance, appropriate to the function. This job description does not form part of your Contract of Employment.</p>

PERSON SPECIFICATION

Attributes	Activity	Essential	Desirable	How evidenced
Qualifications or membership to a Registered Body	A degree or equivalent experience	√		Qualification
	A teaching qualification relevant for working in FE or Adult and Community Learning	√		Qualification

	<p>or commitment to gain one within two years</p> <p>Level 2 Maths and English, minimum GSCE grade C or equivalent (or commitment to gain one within 2 years).</p>	√		Qualification
Knowledge	<p>Evidence of continuing professional development</p> <p>Understanding of the importance of retention and achievement and how to maximise these.</p> <p>The Common Inspection Framework relating to adult and community learning</p> <p>Local and national priorities for adult and community learning</p>	√ √ √		Interview/ Application/ Test/Reference
Experience	<p>Recent experience of teaching adults and/or young people</p> <p>In-depth and practical knowledge of a subject</p> <p>Experience of embedding maths, English and employability into teaching</p>	√ √ √		Qualification certificate/ Interview/ Application/ Test/Reference
Skills	<p>Ability to plan and deliver inspirational teaching/training and learning sessions appropriate to adults and young people from a variety of cultural and educational backgrounds using a variety of teaching methods currently considered good practice.</p> <p>Ability to develop effective teaching materials of a high standard and appropriate to the needs of learners.</p> <p>Ability to evaluate and track learner progress.</p> <p>Ability to assess learner work for accreditation if</p>	√ √ √		Qualification certificate/ Interview/ Application/ Test/Reference

	<p>appropriate for the course. Ability to use ICT and e-learning in teaching, course planning and administration. Ability to model teaching practice, mentor and support other teachers to improve their teaching practice and contribute towards a CPD programme.</p>	√		
Council Competencies	<p>Ability to be flexible, with a can-do attitude and work independently</p> <p>Ability to prioritise workload and work accurately with attention to detail</p> <p>Ability to work well under pressure</p> <p>Ability to seek out and understand the expectations and needs of customers/clients</p> <p>Excellent communication skills; both written and verbal</p> <p>Ability to work as part of a team</p> <p>Ability to maintain confidentiality at all times and act with discretion</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>Qualification certificate/ Interview/ Application/ Test/Reference</p>
Additional Information (e.g. physical skills or working environment)	<p>Driving Licence</p> <p>Access to a vehicle</p>	<p>√</p> <p>√</p>		